



CITY OF HOUSTON

Job Posting

	AP
1	Applications accepted from: ALL PERSONS INTERESTED
2	Job Classification MAINTENANCE SUPERVISOR
3	Posting Number PN# 109599
4	Department Department of Public Works & Engineering
5	Division Public Utilities Division
6	Section Water Production Branch
7	Reporting Location 611 Walker*
8	Workdays & Hours Rotating days/shifts* <div>*Subject to change</div>
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Coordinates schedules and monitors work assignments to ensure a safe environment. Creates, develops and implements training and safety programs. Plans efficient work methods and procedures to improve workflow. Orders and maintains inventory of supplies, including completing work orders and equipment records. Contacts appropriate vendors to service equipment and utility systems. Supervises workers engaged in field construction and maintenance activities. Performs various administrative activities.
10	<u>WORKING CONDITIONS</u> This position requires stooping, bending and/or lifting items (up to 30 pounds) with occasional periods of walking on rough surfaces.
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> High School Diploma or GED certificate.
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Two (2) years of experience in building or ground maintenance are required.
13	<u>MINIMUM LICENSE REQUIREMENTS</u> Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).
14	<u>PREFERENCES</u> Preferences will be given to applicants with two years of preventive maintenance experience.
15	<u>SELECTION/SKILLS TESTS REQUIRE</u> None However, the Department may administer a skill assessment evaluation.
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div><u>Salary Range - Pay Grade 16</u> \$946 - \$1,336 Biweekly \$24,596 - \$34,736 Annually</div>
18	<u>OPENING DATE</u> March 29, 2006
19	<u>CLOSING DATE</u> April 11, 2006
20	<u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st Floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-0871. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. <div>An equal opportunity employer</div>